

SAP Business Intelligence Reporting

BI Custom Reports

Washington State HRMS Business Intelligence (BI)
Self-Paced Learning Materials
General Topics - BI End Users/Power Users

BI Custom Reports - Overview

The BI Custom Reports section provides an overview of reports that will be available from the HRMS Portal. This list will be updated as new reports are added to the HRMS Portal.

Topics covered in this section include:

- BI Custom Reports



The following custom reports are available from the HRMS Portal. This list will be updated as new reports are added to the HRMS Portal:

Report Name	Report Description	InfoProvider	Category
Position - Personnel Master Listing ZZPAOS_C01_Q499 Old PAY1 report reference: PPM111 (M0009) - Personnel/Position Master	Displays position and employee data including county, status, underfill, range, step, salary, PID, etc.	ZPAOS_C01 - Staffing Assignments and ZPA_C01 - Headcount and Personnel Actions	Organization Management
Position Statistics Report ZZPAOS_C01_Q516 Old PAY1 report reference: M5000 - Position Master File	Displays the number of full-time and part-time positions, with special pay provisions, status and salary rate unit, etc.	ZPAOS_C01 - Staffing Assignments	Organization Management
Position Roster ZZPAOS_C01_Q851 Old PAY1 report reference: HRISD-B0902-R01 - Position Roster	Displays a list of positions with various information such as org code, job class code, salary range, date vacated, county code, etc.	ZPAOS_C01 - Staffing Assignments	Organization Management
Employee File Statistics ZZPA_C01_Q244 Old PAY1 report reference: M5004 - Employee Master File	Displays the number of employees by various groups such as age group, gender, ethnic group, in state service dates, etc.	ZPA_C01 - Headcount and Personnel Actions	Personnel Administration
Appointment Status Changes ZZPA_C01_Q494 Old PAY1 report reference: B0067-R01 - Periodic Increment & Personnel Appt.	Displays changes in the actions, status, current salary, etc., for personnel area and organization code.	ZPA_C01 - Headcount and Personnel Actions	Personnel Administration
Affirmative Action ZZPA_C01_Q027 Old PAY1 report reference: Q1097 - AFF Action Program, Q2097 - AFF Action - Detail, SSR111 - AFF Action-State Summary Totals, ICMF1-R01 - Multifactor Utilization Analysis, B1339-R01 - WMS Quarterly AFF Action Info	Displays Affirmative Action Employee Detail by Personnel Area, by EEOC Group, by Personnel Area/Job, Employee Detail Statewide, and Affirmative Action Summary by Job Group. (Affirm Action by Job Group currently in work, not available)	ZPA_C01 - Headcount and Personnel Actions	Personnel Administration

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Class Distribution ZZPA_C01_Q687 Old PAY1 report reference: M5040 - Class Distribution	Displays job classes, the job class range and how many employees within an agency. This report includes the range and step distribution.	ZPA_C01 - Headcount and Personnel Actions	Personnel Administration
Classification Turnover ZZPA_C01_QCLTO Old PAY1 report reference: N/A - New report	Displays turnover data specific to classification and pay proposal requests.	ZPA_C01 - Headcount and Personnel Actions	Personnel Administration
Employee and Position Status ZZPA_C01_Q231 Old PAY1 report reference: N/A - New report	Displays a comparison/match of employee information and position information. (Currently in work, not available)	ZPA_C01 - Headcount and Personnel Actions	Personnel Administration
Employee History ZZPA_C01_Q431 Old PAY1 report reference: M5095 - DOP Merit System Employee History	Displays Employee History by various categories such as name, social security number, personnel action/reason codes, appointment date, status, etc.	ZPA_C01 - Headcount and Personnel Actions and ZPA_M50 - Headcount and Education	Personnel Administration
Employee Probation ZZPA_C01_Q719 Old PAY1 report reference: N/A - New report	Displays employee name, SSN, Job Class title, work order, Bargaining unit, and time worked. (Currently in work, not available).	ZPA_C01 - Headcount and Personnel Actions and ZPA_M50 - Headcount and Education	Personnel Administration
Employee Summary ZZPA_C01_Q761 Old PAY1 report reference: M5090 - Merit System Employee Summary	Displays full-time, part-time, seasonal and exempt employees by agency.	ZPA_C01 - Headcount and Personnel Actions	Personnel Administration
Hiring Freeze Tracking ZZPA_C01_QHFT1 Old PAY1 report reference: N/A - New report	Displays headcount data statewide as well as a breakdown of headcount in each agency.	ZPA_C01 - Headcount and Personnel Actions	Personnel Administration

Report Name	Report Description	InfoProvider	Category
Minority Distribution ZZPA_C01_Q436 Old PAY1 report reference: M5066 - Minority Distribution	Displays count and average salary amounts for full-time classified and full-time exempt employees based on ethnic group.	ZPA_C01 - Headcount and Personnel Actions	Personnel Administration
Supervisor to Employee ZZPA_C01_QSPRV Old PAY1 report reference: N/A - New report	Displays the supervisor and the employees that report to that supervisor.	ZPA_C01 - Headcount and Personnel Actions	Personnel Administration
HCA Non-Discrimination ZZPA_C01_QN21 Old PAY1 report reference: N/A - New report	Displays employees who were eligible for medical insurance on January 1, of the current year. (Currently in work, not available)	ZPY_M01 - Employee Specific Payroll	Payroll
Distribution of Payroll and Related Costs ZZPY_C51_Q180 Old PAY1 report reference: M2390 - Distribution of P/R & Related Cost Report	Displays employer costs by employee and by AFRS account distribution to the 'sub sub object' level as entered on the position or employee record.	ZPY_C51 - AFRS Payroll	Financials
Position Cost ZZPY_C51_Q450 Old PAY1 report reference: M2480 - Monthly Position Cost Report	Displays employer costs, FTE's, overtime hours, overtime amounts, and shift differential amounts for each position and class title within the agency.	ZPY_C51 - AFRS Payroll and ZPAOS_C01 - Staffing Assignments	Financials
Who Charged ZZPY_C51_Q901 Old PAY1 report reference: N/A - New report	Displays employee data including what the employee was paid, basic employee data, 'sub sub object', cost assignment information, etc.	ZPY_C51 - AFRS Payroll	Financials
Manager to Staff ZZPA_C01_QGM03 GMAP Old PAY1 report reference: N/A - New report	Displays the % of Washington Management Service (WMS) managers and % of all Management Employees to staff.	ZPA_C01 - Headcount and Personnel Actions	HRM Performance Management

Report Name	Report Description	InfoProvider	Category
Washington Management Service ZZPA_C01_QGM01 GMAP <i>Old PAY1 report reference: N/A - New report</i>	Displays the number of Washington Management Service (WMS) employees/managers.	ZPA_C01 - Headcount and Personnel Actions	HRM Performance Management
WMS Management Type ZZPA_C01_QGM02 GMAP <i>Old PAY1 report reference: N/A - New report</i>	Displays the percent breakdown of management by management type for Washington Management Service (WMS) employees/managers.	ZPA_C01 - Headcount and Personnel Actions	HRM Performance Management
Separation During Review Period ZZPA_C01_QGM05 GMAP <i>Old PAY1 report reference: N/A - New report</i>	Displays the Proportion of Hiring Types Number of New Hire, Promotional, Transfer, Exempt and Other appointments to permanent positions.	ZPA_C01 - Headcount and Personnel Actions	HRM Performance Management
Type of Appointments ZZPA_C01_QGM04 GMAP <i>Old PAY1 report reference: N/A - New report</i>	Displays the Proportion of Hiring Types, Number of New Hire, Promotional, Transfer, Exempt and Other appointments to permanent positions.	ZPA_C01 - Headcount and Personnel Actions	HRM Performance Management
Average Overtime ZOPY_M02_QGM09 GMAP <i>Old PAY1 report reference: N/A - New report</i>	Displays Overtime Usage/Average Hours Average overtime hours used, per capita.	ZPY_M01 - Employee-Specific Payroll Data	HRM Performance Management
Overtime Cost (Agency/Statewide) ZOPY_M02_QGM10 GMAP <i>Old PAY1 report reference: N/A - New report</i>	Displays Overtime Usage/Cost Straight plus premium overtime costs.	ZPY_M01 - Employee-Specific Payroll Data	HRM Performance Management
Percent Employees Receiving Overtime ZOPY_M02_QGM11 GMAP <i>Old PAY1 report reference: N/A - New report</i>	Displays Percent of Employees receiving overtime.	ZPA_C01 - Headcount and Personnel Actions	HRM Performance Management

Report Name	Report Description	InfoProvider	Category
Sick Leave ZZPT_M02_QGM19 GMAP Old PAY1 report reference: N/A - New report	Displays Sick Leave Usage - Used and Earned, Average vs. Actual Definition: On the average, what percent of sick leave earned is used	ZPT_M02 - Quota Data	HRM Performance Management
Formal Disciplinary Action Taken ZZPA_C01_QGM13 GMAP Old PAY1 report reference: N/A - New report	Displays the Number/type of Disciplinary Actions Definition: Number of disciplinary actions per type: Dismissal, Demotion, Suspension, and Salary Reduction.	ZPA_C01 - Headcount and Personnel Actions	HRM Performance Management
Diversity Profile ZZPA_C01_QGM16 GMAP Old PAY1 report reference: N/A - New report	Displays Workforce & Diversity Profile Definition: Percentage of the workforce in protected groups.	ZPA_C01 - Headcount and Personnel Actions	HRM Performance Management
Diversity Profile by Ethnicity ZZPA_C01_QGM17 GMAP Old PAY1 report reference: N/A - New report	Displays Workforce & Diversity Profile/Ethnicity Profile Definition: Percentage of workforce by ethnic group.	ZPA_C01 - Headcount and Personnel Actions	HRM Performance Management
Percent Age Distribution ZZPA_C01_QGM18 GMAP Old PAY1 report reference: N/A - New report	Displays Workforce & Diversity Profile/Age Profile Definition: Percentage of all employees and of WMS by age groups.	ZPA_C01 - Headcount and Personnel Actions	HRM Performance Management
Turnover ZZPA_C01_QGM15 GMAP Old PAY1 report reference: N/A - New report	Displays Turnover rates and types Definition: Percent of employee turnover by type (Retirement, Resignation, Dismissal, Other, To Another Agency).	ZPA_C01 - Headcount and Personnel Actions	HRM Performance Management
Grievance Details Report ZZGR_M01_Q502 Old PAY1 report reference: N/A - New report	Displays information on current grievances based on selection screen criteria.	ZGR_M01 - Grievance Data	Grievance

Report Name	Report Description	InfoProvider	Category
Grievance Master Agreement Report ZZGR_M01_Q503 Old PAY1 report reference: N/A - New report	Displays counts on grievances based on selection screen criteria. (Currently in work, not available).	ZGR_M01 - Grievance Data	Grievance
Grievance Totals by Agency Report ZZGR_M01_Q504 Old PAY1 report reference: N/A - New report	Displays counts on grievances based on selection screen criteria. (Currently in work, not available).	ZGR_M01 - Grievance Data	Grievance
Grievance Articles Trend Report ZZGR_M01_Q505 Old PAY1 report reference: N/A - New report	Displays details and allows for further analysis of the articles being grieved in the Grievance Process. (Currently in work, not available).	ZGR_M01 - Grievance Data	Grievance
Grievance Detail Agency Report ZZGR_M01_Q506 Old PAY1 report reference: N/A - New report	Displays details and allows for further analysis of the articles being grieved in the Grievance Process. (Currently in work, not available).	ZGR_M01 - Grievance Data	Grievance
Grievance History Report ZZGR_M01_Q507 Old PAY1 report reference: N/A - New report	Displays all details related to a specific grievance to include the history of the grievance as it moved through the process (i.e. a list of grievance steps). (Currently in work, not available).	ZGR_M01 - Grievance Data	Grievance
Grievance Status Totals Report ZZGR_M01_Q509 Old PAY1 report reference: N/A - New report	Displays output that is a matrix format providing counts of grievances by sub-article, step in the process and status. (Currently in work, not available).	ZGR_M01 - Grievance Data	Grievance
#40 Candidate Quality - Detail ZZPAER_M01_QER40D Old PAY1 report reference: N/A - New report	Displays data for all Candidacies with either an Offer Accepted Date or an Offer Accepted (GMAP) Date. (Currently in work, not available).	ZPAER_M01 - Candidacy/Questionnaire Data	E-Recruiting

Report Name	Report Description	InfoProvider	Category
#40 Candidate Quality-Sum1-Summary-Questions with Responses ZZPAER_M01_QER40S5 <i>Old PAY1 report reference: N/A - New report</i>	Displays questions, responses, percentages & averages. (Currently in work, not available).	ZPAER_M01 - Candidacy/Questionnaire Data	E-Recruiting
#40 Candidate Quality-Sum2-Uncompleted by Hiring Mgr ZZPAER_M01_QER40S4 <i>Old PAY1 report reference: N/A - New report</i>	Displays a list of uncompleted Questionnaires containing Hiring Manager for Survey name (in alpha order). (Currently in work, not available).	ZPAER_M01 - Candidacy/Questionnaire Data	E-Recruiting
#40 Candidate Quality-sum3-Uncompleted by REQ-All Hiring Mgr ZZPAER_M01_QER40S3 <i>Old PAY1 report reference: N/A - New report</i>	Displays counts on grievances based on selection screen criteria. (Currently in work, not available).	ZPAER_M01 - Candidacy/Questionnaire Data	E-Recruiting
#08 Time to Hire - Detail ZZPAER_C01_QER08D <i>Old PAY1 report reference: N/A - New report</i>	Displays detailed hired candidacy information. Hired candidacies will have a "Data Transfer Date" or an "Offer Accepted-GMAP Date" (only most recent record is used). (Currently in work, not available).	ZZPAER_C01 Candidacy with Requisition and Candidate	E-Recruiting
#08 Time to Hire - Summary ZZPAER_C01_QER08S <i>Old PAY1 report reference: N/A - New report</i>	Displays a summary of the data found in query ZZPAER_C01_QER08D #08 Time to Hire-Detail. (Currently in work, not available).	ZZPAER_C01 Candidacy with Requisition and Candidate	E-Recruiting